

Date: March 8, 2006

TO: All Employees of the college

FROM: Rick Rogers

Dr. and Mrs. John N. Todd, III have established four awards to be given annually beginning in 2006, in recognition of outstanding service to Shelton State Community College and its students. Awards include recognition at the Honors Day Program and a cash award.

The four awards are:

The "Dr. and Mrs. John Todd Award for Outstanding Performance as a Support Staff Member of Shelton State Community College" established in 2006.

The "Dr. and Mrs. John Todd Award for Outstanding Performance as an Administrative Staff Member of Shelton State Community College" established in 2006.

The "Dr. and Mrs. John Todd Award for Outstanding Teaching in Technical Services" established in 2006.

The "Dr. and Mrs. John Todd Award for Exceptional Achievement in Teaching" established in 1998.

Any faculty member, support staff member, or administrative staff member can nominate an individual for an award by calling ext. #2298 or providing written information to office #3634. Please give your name, the award for which you are nominating and the name of the individual you are nominating. All nominations must be made by **March 13, 2006 at 5:00 p.m.**

All nominees should be tenured, full-time employees and demonstrate outstanding accomplishments, achievements and performance in support of Shelton State Community College and its students. Nominees who meet these criteria will be notified and provided with additional information and an application to be filled out providing evidence for selection.

The announcement of the winners will be made during the Honor's Day Program April 30th.

If you wish to make a nomination for one or more of the awards, please contact Maxine Perry at ext. 2298. Deadline for nominations is **March 13, 2006**.